



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

CANDICE MCQUEEN
COMMISSIONER

December 13, 2018

Mrs. Janet Graham
Cumberland County Schools
368 Fourth Street
Crossville, TN 38555

Dear Director Graham:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Cumberland County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 13, 2018, with the exit date of November 16, 2018. The summary includes the identified findings and the corrective actions required.

District responses and supporting documentation of corrective actions are required for all findings, and findings must be corrected district wide. The School Nutrition Program director will provide the responses to the findings via the Tennessee: Meals, Accounting, and Claiming (TMAC) system in the "Compliance" section, as discussed with the lead reviewer. Technical assistance areas do not require responses; these suggestions are only to help the system improve the program. They are also available in the "Compliance" section in TMAC.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than December 14, 2018. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. If there are no errors or points of disagreement, please be mindful that refusal or failure to comply with the required, corrective actions within the allotted timeframe may result in potential fiscal action.

Upon receipt of Cumberland County's documented corrective action, the Tennessee Department of Education will determine whether the documentation is complete and resolves the findings identified. Once the department approves the corrective actions, your district will receive a closure letter closing the review within 30 calendar days.

If you have any questions or concerns, please contact our office at (800) 354-3663.

Sincerely,

Sandy Dawes
State Director, School Nutrition Program

Cumberland County (180)

Review ID: 1139

Exit Conference Date: 11/16/2018

Review Year: 2019

Month of Review: October

Lead Reviewer: Leslea Colquitt

Area	Findings ID	Finding Description	Required Corrective Action
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SFA - Level Findings

100 - Certification and Benefit Issuance	V-0100	Certification and benefit issuance requirements were not met. Two students in the review sample were incorrectly approved for benefits.	Change the status of each student on the benefit issuance document and send the households a notice of benefit change. Upload the letter to demonstrate compliance.
200 - Verification	V-0200	Verification requirements were not met. The notification of adverse action did not notify the household that an appeal must be filed within 10 days.	Update the notification of adverse action to include the required 10 day appeal requirement, and upload a copy of the corrected notification.

Site - Level Findings: South Cumberland Elementary (0073)

1400 - Food Safety	V-1400	Food safety requirements were not met. Cooling logs did not demonstrate that hot foods were cooled to 41 degrees or below within 6 hours.	Train staff on the cooling and temperature control (for safety) foods standard operating procedure. Upload agenda, training roster, and upload two weeks of cooling foods logs documenting that foods were cooled properly.
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Site - Level Findings: Phoenix School (0085)

1400 - Food Safety	V-1400	Food Safety requirements were not met. Several bags of food in the freezer were not dated as required by the food safety manual.	Train cafeteria staff on food storage SOP. Upload agenda and training roster to demonstrate compliance.
500 - Offer versus Serve	V-0500	Offer versus Serve (OVS) was not implemented correctly. Hash browns were offered as part of a reimbursable meal, but students were instructed to go back and get vegetable juice or fruit if they had gotten hash browns.	Train cafeteria staff on OVS. Upload agenda and training roster to demonstrate compliance.